

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

Minutes of the meeting of the Human Resources and Labor Negotiations Committee regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 9, 2018 at 9:00 a.m. in meeting room 1H&I and room 4C, located on the first floor and fourth floor of the Administration Building, respectively.

ALSO PRESENT AT THE JOINT MEETING: Jim Mielke, County Administrator; Kimberly Nass, Corporation Counsel; Scott Mittelstadt, Chief Deputy Sheriff; Becky Bell, Human Services and Health Department Director; Monica Hooper, Human Services and Health Department Fiscal Support Services Division Manager; Julie Kolp, Finance Director; Russell Kottke, County Board Chairman; Ed Benter, County Board Supervisor; Richard Fink, County Board Supervisor; Kira Sheahan-Malloy, County Board Supervisor; David Guckenberger, County Board Supervisor; Thomas Schaefer, County Board Supervisor; Bill Wiley, Clearview Director of Financial Services; Russ Freber, Physical Facilities Director; Brian Field, Highway Commissioner; Sarah Hinze, Human Resources Director; Lynn Hron, Clerk of Courts; Carrie Lagerman, Payroll Coordinator; Megan Tobian, HR Specialist; Erin Roberts, Database Administrator; Jane Hooper, Clearview Administrator Executive Director; Tonia Mindemann Assistant HR Director; Jeff Berres, County Board Supervisor; Eileen Lifke, Assistant Finance Director; Kevin Nakielski, Database Administrator; Makenzie Drays, Senior Accountant; Ross Winklbauer, Project Assistant; Deb Weber, Administrative Assistant Finance.

ALSO PRESENT AT THE REGULAR MEETING: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Lynn Hron, Clerk of Courts; Russell Kottke, County Board Chair; Jane Hooper, Clearview Administrator Executive Director.

Meeting called to order by Marsik at 9:08 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

The Committee held a joint meeting with the Finance Committee. Hinze provided a presentation regarding Combining Payrolls including: Dodge County payroll history, the benefits of combining payrolls and a recommendations. There was discussion among Committee members and attendees. It was the consensus of both Committees to formulate a resolution with exhibits illustrating the pay period change for presentation at the February County Board.

Motion by Schmidt to break from the joint session and reconvene in meeting room 4C for the remainder of the regular session. Second by Greshay.

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Meeting recessed at 9:56 a.m.

Meeting reconvened and called to order by Marsik at 10:06 a.m.

Motion by Greshay to approve the regular session minutes of the December 19, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Hron requested on behalf of a Deputy Clerk of Court employee consideration to extend the temporary part time status for an additional six (6) months through June 30, 2018. Hron stated they would re-evaluate the status at that time.

Motion by Greshay to approve the request to extend the part time status of a Deputy Clerk of Court position through June 30, 2018. Second by Schmidt. Motion carried.

Hooper explained that a part time Cook/Food Service Worker position has been vacant for an extended period of time at Northview Heights. She stated that this is an extremely difficult position to fill due to the very part time hours. She stated after discussions with her team a determination was made to combine an Activity Therapy Aide position with a Cook position as a full time position. Hinze stated that currently the Cook/Food Service Worker and the Activity Therapy Aide positions are both in grade two (2) on the Dodge County Labor Grade Structure. Carlson Dettmann concurred that the combined position would remain in grade two (2). Hinze noted this was for discussion purposes only as a resolution will be brought before the County Board to create this position.

Hinze stated that limited information is available regarding Clerk of Court salaries. There was discussion among the committee members regarding internal and external comparables for both the Clerk of Court and Sheriff salaries. It was the consensus of the Committee to recommend an annual increase in 2019 of 8.65% for the Clerk of Court and an increase of 6.62% for the Sheriff with a 1.5% annual increase for the next three (3) years of the term for both elected officials. Hinze indicated a resolution would be prepared for the next meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Customer Service Support Specialist
One (1) Community Service Office

Human Services & Health
Sheriff

Motion by Duchac to approve the Personnel Requisitions. Second by Greshay. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – Bradley E. Kulibert, Deputy Sheriff Patrol, Sheriff, \$28.61, SSU04, ST1, 01/03/18. APPOINTED OFFICIAL – Rochelle Schmidt, Civil Service Commission, County Board, 50.00/meeting, CB01, ST01, 01/01/2018. NEW HIRE – Sean P. Donohue, Assistant Corporation Counsel, Corporation Counsel, \$33.61, DC11, ST04, 01/02/2018; Stephanie M. Gutschmidt, Social Worker I – LTS/APS, Human Services, \$21.60, DC06, ST02, 01/02/2018; Laura E. Martin, Economic Support Aide, Human Services, \$13.10, DC02, ST01, 01/02/2018; Ashley L. Sanborn, Disability

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Benefit Specialist I, Human Services, \$19.58, DC05, ST02, 01/02/2018. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE: None. RECLASSIFICATION - Monica Tovar, Clinical Services Intake Worker, Human Services, \$15.53, DC03, ST02 - L.T.E. to F.T., 02/02/2018; Michael A. Simons, Park Crew Leader, LR&P, \$19.00, DC05, ST01 - Seasonal to P.T. 20+, 01/02/2018; Jason J. Boeck, Lieutenant Patrol, Sheriff, \$34.13, DC10, ST07B, 01/04/2018; Chad W. Enright, Operations Captain, Sheriff, \$36.76, DC12, ST05 - promotion, 01/04/2018; Scott D. Mittelstadt, Chief Deputy, Sheriff, \$39.98, DC14, ST03 - promotion, 01/04/2018; Nicole M. Mork, Deputy Secretary - Civil Process, Sheriff, \$18.25, DC03, ST09A - voluntary demotion, 01/02/2018; WAGE ADJUSTMENT - Christine A. Churchill, Director of Communications/Support Services, Sheriff, \$34.96, DC10, ST08B, 01/01/2018; Brian P. Drumm, Lieutenant Patrol, Sheriff, \$36.35, DC10, ST N/A, 01/04/2018; Jason D. Hundt, Deputy Jail Administrator, Sheriff, \$34.55, DC10, ST N/A, 01/04/2018; James A. Ketchem, Lieutenant Patrol, Sheriff, \$36.35, DC10, ST N/A, 01/04/2018; Brian G. Loos, Lieutenant Patrol, Sheriff, \$36.35, DC10, ST N/A, 01/01/2018; Thomas H. Polsin, Deputy Jail Administrator, Sheriff, \$38.82, DC10, ST N/A, 01/04/2018. STEP INCREASE - Shelby A. Brandsma, Family Court Counseling Director, Family Court Counseling, \$32.51, DC09, ST N/A, 01/01/2018; Shawn R. Boeder, Equipment Operator East, Highway, \$24.92, DC05, ST N/A, 02/13/2018; Shawn A. Hundt, Equipment Operator East, Highway, \$23.58, DC05, ST N/A, 02/07/2018; Derek H. Marquardt, Equipment Operator West, Highway, \$23.54, DC05, ST N/A, 01/30/2018; Cindy L. Midtbo, Account Clerk - Highway, Highway, \$22.84, DC04, ST N/A, 01/02/2018; Kenneth W. Schmuhl, State Patrol West, Highway, \$23.58, DC04, ST N/A, 01/08/2018; John G. Zehren, Equipment Operator East, Highway, \$24.88, DC05, ST N/A, 01/03/2018; Sandra J. Rossing, H.R. Secretary, Human Resources, \$20.44, DC03, ST N/A, 01/01/2018; Erin E. Bussian, Sr. Social Worker LTS/APS, Human Services, \$31.59, DC08, ST N/A, 02/08/2018; Barbara J. Cross, Sr. Social Worker CPS Ongoing, Human Services, \$31.59, DC08, ST N/A, 02/07/2018; Ryan D. LeClair, Psychiatric Therapist II - Comm. Support, Human Services, \$32.97, DC09, ST N/A, 01/10/2018; Carol A. Schwab, WIC Project Director, Human Services, \$32.31, DC08, ST N/A, 01/01/2018; James C. Wiersma, Sr. Social Worker Foster Care Coordinator, Human Services, \$32.67, DC08, ST N/A, 02/10/2018; Joshua N. Kohlhoff, Network Administrator, I.T., \$38.16, DC11, ST N/A, 01/01/2018; Erin M. Roberts, Database Administrator, I.T., \$38.61, DC11, ST N/A, 01/01/2018; Michael C. Canniff, Senior Land Surveyor, LR&P, \$26.27, DC08, ST03, 11/24/2017-back pay due; Steven J. Noe, Senior Cartographer, LR&P, \$32.67, DC08, ST N/A, 01/04/2018; Dustin R. Beck, Jail Sergeant, Sheriff, \$30.49, DC08, ST N/A, 01/03/2018; Nora A. Bentz, Correctional Officer, Sheriff, \$19.50, DC05, ST02, 12/20/2017; Anthony D. Brugger, Jail Administrator, Sheriff, \$39.65, DC12, ST N/A, 02/01/2018; Brian J. Hill, Correctional Officer, Sheriff, \$24.37, DC05, ST N/A, 01/23/2018; Matthew J. Marvin, Jail Programs Corporal, Sheriff, \$26.89, DC06, ST N/A, 01/07/2018; Kristin J. Marwitz, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 01/04/2018; Stacy N. Ronge, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 02/05/2018; Kevin K. Schultz, Corporal - Jail, Sheriff, \$28.42, DC06, ST N/A, 01/06/2018; Daniel C. Watkins, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 01/24/2018.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze reported no recent employee resignations or terminations.
- b) Hinze updated the Committee that at the pre-conference hearing was held on December 21, 2017, the decision was made to submit written position briefs to the Independent

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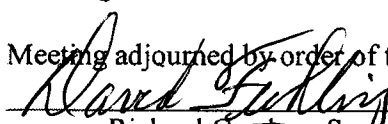
Hearing Officer (IHO) verses having a hearing in front of the IHO. Hinze stated that the briefs have been sent to the IHO and a determination is anticipated by January 15, 2018. Hinze stated that a new grievance has been submitted to the County Administrator for review.

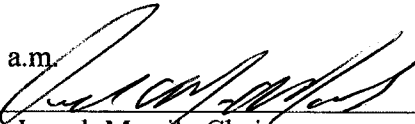
- c) Hinze provided the Committee with an update on the Kronos Performance and Compensation module.

Future Agenda Items: Resolutions for Elected Official salaries and draft communication to employees regarding combining payrolls.

It was the consensus of the Committee to schedule next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, January 23, 2018 at 9:00 a.m. and Thursday, February 8, 2018 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 10:54 a.m.


Richard Gresham, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.